**MARK SHEET – Planning and leading a complex team activity**

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| **Centre Number :** | |  | | **Centre Name :** | |  | | | |
| **Learner Registration No :** | |  | | **Learner Name:** | |  | | | |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET**  Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.  Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass’  **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).**  Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | | | | | | | 1. **Learner named above confirms authenticity of submission.** 2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation.  By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**   **However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** | | |
| **Learning Outcome / Section 1:** Be able to plan a complex team activity | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | |
| AC 1.1  Define the purpose, aims and objectives of the activity | **Referral [*2/8*]** | | **Pass [*4/8*]** | | **Good Pass [*6/8*]** | | |  | |
| * The purpose, aims and objectives of the activity are not defined, or are inappropriate, or objectives are not specific or measurable | | * The purpose, aims and objectives of the activity are defined appropriately, although the objectives are not fully SMART | | * The purpose, aims and objectives of the activity are defined appropriately with SMART objectives | | |
| / 8  (min. of 4) | Pass or Referral |

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| AC 1.2  Identify the tasks and resources required for the activity, including any operational constraints that apply | **Referral [*3/12*]** | **Pass [*6/12*]** | | **Good Pass [*9/12*]** |  | |
| * The tasks and resources have not been identified, or are incorrect or inappropriate, or tasks ***or*** resources have been identified, but not both, or operational constraints have not been considered | * The tasks ***and*** resources have been correctly and appropriately identified, although consideration of operational constraints is limited | | * The tasks ***and*** resources have been correctly and appropriately identified with full consideration of operational constraints |
| / 12  (min. of 6) | Pass or Referral |
| AC 1.3  Produce a plan for the implementation of the activity | **Referral [*4/16*]** | **Pass [*8/16*]** | | **Good Pass [*12/16*]** |  | |
| * No implementation plan has been produced, or the implementation plan is incorrect or inappropriate | * A correct and appropriate implementation plan is produced, although the plan needs further development for full implementation | | * A correct, appropriate and fully-developed implementation plan is produced |
| / 16  (min. of 8) | Pass or Referral |
| AC 1.4  Assess the risks and any operational or safety issues that apply to the activity | **Referral [*3/12*]** | **Pass [*6/12*]** | | **Good Pass [*9/12*]** |  | |
| * The risks and any operational or safety issues that apply to the activity have not been assessed, or have been assessed incorrectly or inappropriately, or risks and any operational or safety issues have merely been listed or described with no assessment to make a judgement | * An appropriate range of risks and any operational or safety issues that apply to the activity have been correctly and appropriately assessed to make a judgement | | * A comprehensive range of risks and any operational or safety issues that apply to all aspects of the activity have been correctly and appropriately assessed to make a judgement |
| / 12  (min. of 6) | Pass or Referral |
| **Assessment comments** (optional): | | | **Verification comments** (optional): | | | |

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| **Learning Outcome / Section 2:** Be able to communicate information on the activity to your team | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | |
| AC 2.1  Present information on the activity to your team, inviting questions and seeking to clarify any uncertainties | **Referral [4/16]** | **Pass [8/16]** | | **Good Pass [12/16]** |  | |
| * Information on the activity has not been presented to your team, or has not been presented accurately or appropriately * Questions have not been invited or uncertainties have not been clarified, or questions have been invited inappropriately or attempts at clarification are confusing, incorrect or inappropriate | * Information on the activity has been presented accurately and appropriately to your team, although additional information is required to cover the full scope of the activity * Questions have been invited appropriately and most uncertainties clarified correctly and appropriately, although additional information is needed to clarify all uncertainties | | * Information covering the full scope of the activity has been presented accurately and appropriately to your team * Questions have been invited appropriately and all uncertainties clarified correctly and appropriately |
| / 16  (min. of 8) | Pass or Referral |
| AC 2.2  Communicate allocations of roles and responsibilities to team members | **Referral [*2/8*]** | **Pass [*4/8*]** | | **Good Pass [*6/8*]** |  | |
| * Allocations of roles and responsibilities have not been communicated to team members, or the communication is confusing, incorrect or inappropriate, or the roles and responsibilities are confusing, incorrect or inappropriate | * Allocations of roles and responsibilities have been communicated to team members correctly and appropriately, although further development of roles and responsibilities is required to remove potential role conflicts | | * Allocations of roles and responsibilities have been communicated to team members correctly and appropriately and no role conflict is evident |
| / 8  (min. of 4) | Pass or Referral |
| **Assessment comments** (optional): | | | **Verification comments** (optional): | | | |

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| **Learning Outcome / Section 3:** Be able to review own ability to lead a team through a complex activity | | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | | |
| AC 3.1  Collect feedback on your ability to lead the team through a complex activity | **Referral [2/8]** | | **Pass [4/8]** | | **Good Pass [6/8]** | | |  | | |
| * No feedback on your ability has been collected, or the feedback is not evidenced, or the feedback is incorrect or inappropriate, or the feedback is insufficient to carry out a review | | * Evidence is provided that sufficiently correct and appropriate feedback on your ability has been collected on key aspects of the complex activity | | * Evidence is provided that sufficiently correct and appropriate feedback on your ability has been collected on all aspects of the complex activity | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 3.2  Review own performance, identifying leadership strengths and weaknesses | **Referral [2/8]** | | **Pass [4/8]** | | **Good Pass [6/8]** | | |  | | |
| * Own performance has not been reviewed, or the review is incorrect, inappropriate or not based on collected feedback, or own performance is merely described with no review to make a judgement based on a combination of feedback and leadership theory or practice | | * Own performance has been reviewed correctly and appropriately to make a judgement based on a combination of feedback and leadership theory or practice, although the strengths and weaknesses identified require further development | | * Own performance has been reviewed correctly and appropriately to make a judgement with fully-developed strengths and weaknesses based on a combination of feedback and leadership theory or practice | | |
| / 8  (min. of 4) | | Pass or Referral |
| AC 3.3  Produce a development plan to improve own planning and leadership skills, using feedback and self-assessment. | **Referral [3/12]** | | **Pass [6/12]** | | **Good Pass [9/12]** | | |  | | |
| * A development plan to improve own planning and leadership skills is not produced or is incorrect or inappropriate, or the development plan is produced to improve own planning ***or*** leadership skills but not both, or the development plan is based on feedback ***or*** self-assessment but not both | | * A development plan to improve own planning ***and*** leadership skills is based on feedback ***and*** self-assessment, although the development plan does not fully address resources requirements and/or is not fully SMART and/or does not identify both long-term and short-term personal development needs | | * A development plan to improve own planning ***and*** leadership skills based on feedback ***and*** self-assessment addresses all resource requirements, is fully SMART, and identifies both long-term and short-term personal development needs | | |
| / 12  (min. of 6) | | Pass or Referral |
| **section comments** (optional): | | | | **Verification comments** (optional): | | | | | | |
|  | | | | | | **/ 100** | | | **TOTAL MARKS** | |
| **Assessor’s Decision** | | | | **Quality Assurance Use** | | | | | | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | **Signature of Assessor:**  **Date of QA Check:** | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | **Signature of QA:**  **Date of QA check:** | | | |